

## **1051 – ASSISTANT TO THE NEIGHBORHOOD SERVICES DIRECTOR**

### **NATURE OF WORK**

Managerial position with responsibility for assisting the director in overseeing the City's community and neighborhood development functions, which may include Community Development, Housing, Homeless, Elder and Children's Affairs functions; Code Enforcement; Community Outreach and Service Coordination; Information and Referral and Public Information and Communications.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Assist in the development and implementation of policy directives.

Assist in the development and establishment of a coordinated team to provide and ensure the highest quality customer service and neighborhood development.

Assist in the coordination the functions of the department with other City programs, departments and with other agencies.

Provide assistance to identify and capitalize on opportunities for process reengineering and organizational efficiencies.

Meets with public officials and civil organizations to explain various department projects and programs as requested by the Director.

Assist with scheduling, assignments, problems and special projects or emergencies to insure proper and prompt action is taken towards resolving department situations.

Assist in the review and analysis of reports, budget, plans, bids, contracts, and other correspondence submitted from within the department or by outside and consultants, to insure compliance with prescribed standards, rules and regulations.

Assist the Director in training other employees concerning their duties or departmental functions.

Assist in the development and implementation and maintenance of departmental programs.

Assists with the preparation of the department budget.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Proficiency and understanding of how information technology can support municipal government.

Experience in the development of budgets and fiscal policy.

Knowledge of the principles and procedures used in budget preparation, justification, monitoring and reporting.

Experience in process re-engineering, work redesign, and organizational development.

Knowledge of the principles of general management, public and business administration, and their application to governmental administration.

Knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations, or the ability to acquire such knowledge.

Knowledge of the principles and practices of modern office administration.

Strong communication and public relations skills.

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Knowledge of supervisory principles and practices.

Knowledge of the principles and practices of public personnel administration, City personnel policies and procedures, or the ability to acquire such knowledge.

Considerable knowledge of basic accounting principles, practices, and procedures and their application to governmental computerized accounting systems.

Ability to train subordinate employees in the area of their work assignment.

Ability to maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to give and carry out complex verbal and written instructions.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to supervise a staff of administrative employees in a manner conducive to full performance and high morale.

### **MINIMUM REQUIREMENTS**

A bachelor's Degree in public Administration, or a related field; at least 3 years of experience in management in public or business administration; a career demonstrating progressively responsible positions involving broad administrative, supervisory experience. A demonstrated record of success in working with citizen, public interest and neighborhood groups in a diverse and highly participative community is required. Experience may substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General and specific assignments are received from the department director. Work is performed with little supervision and broad latitude for use of independent judgment in the selection of work methods and procedures.

### **SUPERVISION EXERCISED**

Supervises the work of administrative, clerical, technical, and other employees within the department.

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